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| **PRIOR TO TRIAL** | **Date Completed** |
|  | Confirm venue booking date. |  |
|  | Confirm Catering, if required. See **Catering Booking Confirmation Form** (**Form C4)** for instructions |  |
|  | Confirm the Referees/Umpires that are required for your event. See **Referees** **/ Umpires Confirmation Form** **(Form C5)** for instructions. |  |
|  | If Referees/Umpires do not belong to an association but require payment directly to them, they must complete and return an invoice, **Referee/Umpire Invoice Form** (**Form C7b**) and a **Statement by Supplier Form (Form C7)** which must be returned to the Sports Office. |  |
|  | Record Referees/Umpires blue card on the **Register of volunteers (Form C13).** |  |
|  | Contact the Sports Office regarding any equipment required to be purchased, eg cricket balls. Please ensure you give us time to purchase and receive. |  |
|  | **Conduct RISK ASSESSMENT on venue and arrangements using the QRSS Risk Assessment Form (Form D1b) (available on the Met East website) for your sport. (NB this assessment must be sent to the RSSO at the time of submitting your Regional Trial Bulletin for approval. Please refer to the new QRSS Risk Assessment Handbook. This link can be found at STEP 1 on the Curriculum Risk Management Overview Form D1a.** |  |
|  | Forward **Draft Standard Letter for Regional Trials (Form C8)** to Regional Sports Office for approval. This should be received by the Sports Office **no later than 6 weeks prior to your trial**. The Sports Office will distribute the completed form to District Sport Secretaries who will forward on to District Convenors. Please also ensure that you have included **Forms C9 and C10** as well as any other documents you wish to include eg Draw, Selectors information, maps, etc |  |
| **ON THE DAY OF THE REGIONAL TRIALS** | **Date Completed** |
|  | Secure any additional officials to assist in running the event. Blue Cards required. **Register of Volunteers (Form C13)**. and return it to the Sports Office. |  |
|  | Advise the local associations of the trials. (As they may be able to assist with umpires / referees / grounds, informing students etc). |  |
|  | Ensure grounds are correctly marked, that equipment is available and ready for use, that seating and/or covered area is available (if necessary). |  |
|  | **Absent Competitor Form** – Must come through school or District Official to Convenor prior to the start of the trials. Can be obtained through Metropolitan East School Sport Website. |  |
|  | Conduct a risk assessment and complete Monitor and Review Section of your Risk Assessment prior to the commencement of activity. |  |
|  | Conduct Pre-trial Meeting – discuss draw, discuss team selection process / considerations that may be brought up. **Pre-Trial Meeting Checklist.** |  |
|  | Ensure that all students participating in the trial have returned all Standard District Forms to the **District Team Official** eg. Parental Consent, Principal Approval, Medical Details, etc. |  |
|  | Oversee the day’s activities. |  |
|  | Prepare notice boards/sheets for teams (with the draw and team duties, times for officials’ meetings and team selection). |  |
|  | Prior to the start of the trial advise all participants and spectators of information pertaining to the trial, particularly Absent Competitors. Regional policy/procedures must be observed. |  |
|  | Direct students and team officials to their areas. |  |
|  | Ensure that team officials have a copy of the Program/Draw etc. |  |
|  | Oversee Team selection – Select a team to include shadow players. Squads ***MUST NOT*** be named. Ensure the **Regional Selection Policy** is observed.  |  |
|  | Announce Regional Team. |  |

**Please Note:**

If a District is unable to field a full team in a sport they may send individual students to the Regional Trial. These students must be given reasonable playing time either:

1. in another District team, b) incorporated within a composite team.

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| **FOLLOWING THE TRIAL** | **Date Completed** |
|  | ***Team*** Sports, send a copy of completed **District Team Details Form (Form C10)** and ***Individual*** Nominations send a list of students (and their schools) to the Sports Office **the day after your trial**. |  |
|  | A **Regional Trial Report (Form C12)** must be forwarded to Regional Sports Office **within 1 week** of the completion of the Regional Trials.  |  |
|  | Record incidences where a concussion or suspected concussion has been sustained by a student at the regional trial on the concussion register. Ensure the affected student has been given the Concussion Referral Return Form. Forward a copy of the Concussion Register to Met East Office : met.east@qed.qld.gov.au |  |
|  | Keep a record of injuries sustained by any players at the regional trials. Complete **Accident/Injury Form (Form D9)** and return to the Met East Office : met.east@qed.qld.gov.au |  |

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| **SUPERVISION REQUIREMENTS** |
|  ⦁ | Our policy states that if a student/s from a District attends an approved regional trial, a supervising teacher must be in attendance. The Regional Convenor will coordinate, prior to the trial, teacher supervision which will be on the basis of one teacher per district competing in the trial unless otherwise negotiated. The convenor has the authority to determine if supervision is adequate and that the trials can be conducted safely. The convenor will conduct a risk assessment and take appropriate action. |
| **INTERACTIONS WITH STUDENTS** |
| ⦁ | You must not communicate with students using a personal mobile phone, either verbally or by text message unless prior approval has been given by your Principal or supervisor. You must discourage students from such communication with staff. Use of a departmental mobile phone must be for official purposes only. |
| ⦁ | You must ensure that you do not communicate with students from a private or personal email address. School or institute policies which allow for communication with students via departmental email should be for official purposes only.  |
| ⦁ | You must not use personal cameras or mobile phones to photograph students unless prior approval has been given by your Principal or supervisor. The use of a personal or school mobile phone or camera to photograph students must be for official purposes only. Parental or custodial approval must be given for the publication of photographs of students. |
| ⦁ | You must not use internet social networks to contact or access students enrolled in any school or institute. |
| **REQUEST FOR ACCESS TO STUDENTS** |
| ⦁ | **No approval** is to be granted for a request by a school, club, player agent/manager for access to any student/s at a Regional Selection Trial. If any of these groups wish to distribute any material to students attending Regional Selection Trials, they are to make copies of the information available to the Regional Convenor who will announce to the students that the material may be collected from them. No direct contact with students is approved. |
| ⦁ | **No personal contact details** of students attending Regional Selection Trials is to be made available to any other person (teaching staff included) other than the Regional Team Coach and Manager. |
| **STUDENT PROTECTION** |
| ⦁ | *Please refer to Student Protection Guidelines Flowchart (Form D19).* |
| **CRITICAL INCIDENTS** |
| ⦁ | A critical incident is a major accident, disaster or traumatic event with series effects on the students at a sport trial or championship, including personal injury or loss of life. It may occur during a regional sport trial or state championship, onsite or in the community. |
| ⦁ | *Please refer to Critical Incident Policy Guidelines Flowchart (Form D18).* |
| **PROCEDURE FOR CONTROL OF SPECTATOR BEHAVIOUR** |
| ⦁ | Education Queensland is committed to taking all reasonable steps to ensure the safety of employees whilst they are performing their official duties and to providing a safe environment for staff, students and visitors. The Education (General Provisions) Act: The Act includes provisions that a principal or officer – in – charge may need to rely on, in situations involving willful disturbance and trespassing. The pertinent section of the Act for school sporting events is likely to be Part 4 – Willful Disturbance, which states: *A person must not willfully disturb the good order or management of a state education institution. A person must not insult a staff member of a State educational institution in the presence or hearing of a student of the institution, who is, at the time in question – (a) in or about the institution; or (b) assembled with others for educational purposes at or in any place.* |
| ⦁ | Regional Convenors are asked to include the above policy statement in any appropriate documents (eg. ground rules, Convenors’ Handbook, Team Officials’ Handbook and to ensure that convenors and other key officials are aware of the **PROCEDURE TO BE FOLLOWED**. The procedures, however, should not be made available to the general public and for that reason should not be reproduced in programs, etc. |
| **THE REGIONAL TRIAL** |
| Where an adult other than a team official contravenes the Metropolitan East School Sport Code of Behaviour for Parents or spectators the following course of action should be implemented.* If the offending adult is associated with a particular team, the manager of that team will familiarise the offender with the Codes of Behaviour and request compliance.
* If contravention of the Codes of Behaviour continues, the convenor will warn the offender that the game in progress will be stopped until such time as the offender modifies his/her behaviour accordingly.
* As an absolute last resort, the convenor will advise the offender that he/she has breached Part 4 of the Education (General Provisions) Act (Willful Disturbance), and unless his/her behaviour is modified the police will be summoned. Only in extreme cases should this action be carried out.
* The Regional School Sport Officer would be deemed Officer- in-charge and would need to advise his/her Regional Director in regard to such actions.
* Should the situation be of a serious nature, the Officer-in-Charge (or his delegate) should contact the police immediately.
* If police are called, they have the powers to direct the person/s to leave the venue and not return for a period of not more than 24 hours.
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**2024 Metropolitan East Region – District 13 to 19yrs**

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| **BAYSIDE DISTRICT** | Alexandra Hills SHS **SHS**Australian Industry Trade College **NS**Alexandra Hills TAFE **NS**Brisbane Bayside State College **SHS**Capalaba State College **SHS**Carmel College **NS** | Cleveland District SHS **SHS**Faith Lutheran College **NS**Ormiston College **NS**Redland District Special Sch **SHS**Redlands College **NS** | Sheldon College **NS**Victoria Point SHS **SHS**Wellington Point SHS **SHS**Wynnum SHS **SHS** |
| **COMPOSITE DISTRICT** | All Hallows’ School **NS**Anglican Church Grammar School **NS**Brisbane SHS **SHS**Cannon Hill Anglican College **NS**Iona College **NS** | Loreto College **NS**Lourdes Hill College **NS**Moreton Bay College **NS**Moreton Bay Boys’ College **NS**Our Lady’s College  **NS** | San Sisto College **NS**Somerville House **NS**St Laurence’s College **NS**Villanova College **NS** |
| **LOGAN DISTRICT** | Groves Christian College **NS**John Paul College **NS**Kingston State College **SHS**Loganlea SHS **SHS** | Mabel Park SHS **SHS**Marsden SHS  **SHS**Redeemer Lutheran College **NS**Springwood SHS **SHS** | Woodridge SHS **SHS** |
| **SOUTH DISTRICT** | Balmoral SHS **SHS**Brisbane Adventist College **NS**Brisbane South Sec College **SS**Cavendish Road SHS **SHS**Citipointe Christian College **NS**Clairvaux Mackillop College **NS** | Coorparoo Secondary College **SHS**Holland Park SHS **SHS**Mansfield SHS **SHS**Mount Gravatt SHS **SHS**Nursery Road Special School **SHS** | Qld Pathways Sec College **SHS**Rochedale SHS **SHS**Seton College **NS**St James College **NS**Whites Hill State College **SS** |

 **SHS – State High School NS – Non State School**

**2024 Metropolitan East Region – District 10 to 12yrs**

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| **BAYSIDE DISTRICT** | Alexandra Hills SS **SS** Bay View SS **SS**Birkdale SS **SS**Birkdale South SS **SS** Capalaba State College **SS** Cleveland SS **SS** Coolnwynpin SS **SS** Dunwich SS **SS**Faith Lutheran College **NS** Gumdale SS **SS** Hilliard SS **SS** Lota SS **SS**Macleay Island SS **SS** | Manly SS **SS** Manly West SS **SS** Mount Cotton SS **SS** Ormiston SS **SS** Ormiston College **NS** Redland Bay SS **SS**Redland Dist Special **SS**  Redlands College **NS** Russell Island SS **SS**Scenic Shores SS **SS** Sheldon College **NS** Star of the Sea Prim Sch  **NS** St Anthony’s School **NS** | St John Vianney’s Sch **NS** St Luke’s School **NS** St Mary MacKillop Prim **NS**St Rita’s School **NS** Thornlands SS **SS**Tingalpa SS **SS** Victoria Point SS  **SS** Vienna Woods SS **SS** Wellington Point SS **SS**Wondall Heights SS **SS**Wynnum SS **SS**Wynnum West SS **SS** | **12 Yr Olds High School Feed In**Alexandra Hills SHS Brisbane Bayside State Coll Capalaba State College Carmel College Cleveland District SHS Faith Lutheran College Ormiston CollegeRedland Dist Special School Redlands College Sheldon CollegeVictoria Point SHS  | **12 Yr Olds High School Feed In**Wellington Point SHS Wynnum SHS  |
| **LOGAN DISTRICT** | Berrinba East SS **SS**Burrowes SS **SS** Calvary Christian College **NS**Chatswood Hills SS **SS**Daisy Hill SS **SS** Crestmead SS **SS** Eight Mile Plains SS **SS** Groves Christian College **NS**Harris Fields SS **SS**   | John Paul College **NS**Kingston SS **SS**Logan Reserve SS **SS** Mabel Park SS **SS** Marsden SS  **SS** Redeemer Lutheran College **NS** Rochedale South SS **SS** Springwood Central SS **SS** Springwood Road SS **SS**  | St Edward the Confessor  **NS** St Paul’s School **NS**St Peter’s School **NS** Waterford West SS **NS** Woodridge SS **NS** Woodridge North SS  **NS**  | **12 Yr Olds High School Feed In**Groves Christian CollegeJohn Paul CollegeKingston State College Loganlea SHS Mabel Park SHS Marsden SHS Redeemer Lutheran College  | **12 Yr Olds High School Feed In**Springwood SHS Woodridge SHS  |

 **SS – State High School NS – Non State School**

**2024 Metropolitan East Region – District 10 to 12yrs**

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| **LYTTON DISTRICT** | All Hallows’ School **NS** Anglican Church Gram **NS** Belmont SS **SS** Bulimba SS **SS** Camp Hill SS **SS** Cannon Hill Anglic College **NS**Cannon Hill SS  **SS** Carina SS **SS** Coorparoo SS **SS**  | East Brisbane SS **SS** Guardian Angels School **NS** Iona College **NS** Mayfield SS **SS** Moreton Bay College **NS** Moreton Bay Boys Coll **NS** Morningside SS **SS** Murarrie SS **SS** Norman Park SS **SS** Our Lady of Mount Carmel **NS** | Seven Hills SS **SS** St James School **NS** St Joseph’s School **NS** St Martin’s School **NS** St Oliver Plunkett Sch **NS** St Thomas’ School **NS**Sts Peter & Paul’s Sch **NS** Villanova College **NS** Whites Hill State College **SS**  | **12 Yr Olds High School Feed In**All Hallows’ School Anglican Church Grammar Balmoral SHS Cannon Hill Anglican College Coorparoo Secondary College Iona College Loreto College  | **12 Yr Olds High School Feed In**Lourdes Hill College Moreton Bay College Moreton Bay Boys’ College San Sisto College Villanova College Whites Hill State College  |
| **MOUNT GRAVATT DISTRICT** | Brisbane Adventist College **NS**Buranda SS **SS** Citipointe Christian College **NS**Dutton Park SS **SS** Greenslopes SS **SS**Holland Park SS **SS** Junction Park SS **SS** MacGregor SS **SS** Mackenzie SS  **SS** Mansfield SS **SS**  | Marshall Road SS **SS**Mary Immaculate Pri Sch **NS** Mount Gravatt East SS **SS** Mount Gravatt SS **SS** Nursery Road Special Sch **SS** Rochedale SS **SS** Seville Road SS **SS** Somerville House **NS** St Agnes’ School **NS** St Bernard’s School **NS**  | St Catherine’s School **NS** St Elizabeth’s School **NS** St Ita’s School **NS** St Joachim’s School **NS** St Laurence’s College **NS**Upper Mount Gravatt SS **SS**Wellers Hill SS  **SS** West End SS **SS** Wishart SS **SS**Yarranlea SS **NS**   | **12 Yr Olds High School Feed In**Brisbane Adventist CollegeBrisbane South Sec College Brisbane SHS Cavendish Road SHS Citipointe Christian College Clairvaux Mackillop College Holland Park SHS Mansfield SHS  | **12 Yr Olds High School Feed In**Mount Gravatt SHS Nursery Road Special SchOur Lady’s College Rochedale SHS Seton College Somerville House St James College St Laurence’s College  |

 **SS – State School NS – Non State School**

**2024 10 – 12yrs District Secretary Contacts**

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| **DISTRICT** | **SECRETARY** |
| BAYSIDE | Anna Rasmussen*Capalaba State College*Ph: 3823 9111Email: arasm34@eq.du.au |
| **LOGAN** | Sam Priestley*Groves Christian College*Ph:Email: sam.priestley@groves.qld.edu.au |
| **LYTTON** | Michael Herman (Mob: 0409 916 248)*Metropolitan East School Sport*Ph: 3634 1302Email: mherm1@eq.edu.au |
| **MOUNT GRAVATT** | Stephen Good (Mob: 0407 522 371)*Upper Mount Gravatt SS*School Work Ph: 3421 3111Email: sgood6@eq.edu.au |

**2024 13 – 19yrs District Secretary Contacts**

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| **DISTRICT** | **SECRETARY** |
| BAYSIDE | Anna Rasmussen*Capalaba State College*Ph: 3823 9111Email: arasm34@eq.du.au |
| COMPOSITE | Jamie Coates De Jonge*Somerville House*School Work Phone: 0499 453 677Email: jcoatesdejonge@somerville.qld.edu.au |
| LOGAN | Sam Priestley*Groves Christian College*Ph:Email: sam.priestley@groves.qld.edu.au |
| **SOUTH** | Mardi JohnsonWhites Hill State CollegeSchool Work Phone: 0403 071 101Email: mjohn496@eq.edu.au |